

# Transcript Review

Adding an additional endorsement

The Vermont Online Licensing System  
for Educators (ALiS)

# **Transcript Review**

- The Transcript Review process can be used to become eligible for initial licensure for endorsements that are not part of an approved teacher education program in the State of Vermont. If a Vermont teacher preparation program exists for the endorsement being sought a candidate cannot qualify for that endorsement through the transcript review process.
- If an educator holds a current permanent license in the State of Vermont, they can use the transcript review process to add any additional endorsement per the Rules Governing Educator Licensure.

# Before you start....

- You must be register in ALiS
- Go to the ALiS website here:  
<https://alis.edlicensing.vermont.gov/login.aspx>
- You must already hold a Level I or Level II License to apply to add an endorsement through transcript review; therefore to register click on 'Existing and previously licensed Vermont Educators **Register Here**'



**USER LOGIN**

Login Name

Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

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Existing and previously licensed Vermont Educators [Register Here](#)

Never held an Educator License in Vermont? [Click here](#)

To Search For an Educator [Click here](#)

# Registering

You will need to enter your last name, date of birth, and SSN into the system. *(Please note these must match exactly what is already in the system; if you get an error message that says your SSN is not unique or your information doesn't match please call 802-479-1700 to verify the information we have in the system.)*



Once the information above is entered you will be brought to a Contact Information and Personal Information Page where your information from the system will be pre-populated. PLEASE VERIFY that all this information is correct, especially your preferred email address.



Create a Login and Password

★ Write down or store your Login and Password for future reference



Click on Register and you will be brought to your Home Screen

# Educator Home Screen

The candidate you are viewing is a fictitious educator created for training purposes

## Contact Information

Name: Coleson Franks  
PO Box 526  
East Barre VT 05649  
Phone #: 802-479-1700  
Email: [catherine.franks@state.vt.us](mailto:catherine.franks@state.vt.us)

## WHAT DO YOU WANT TO DO?

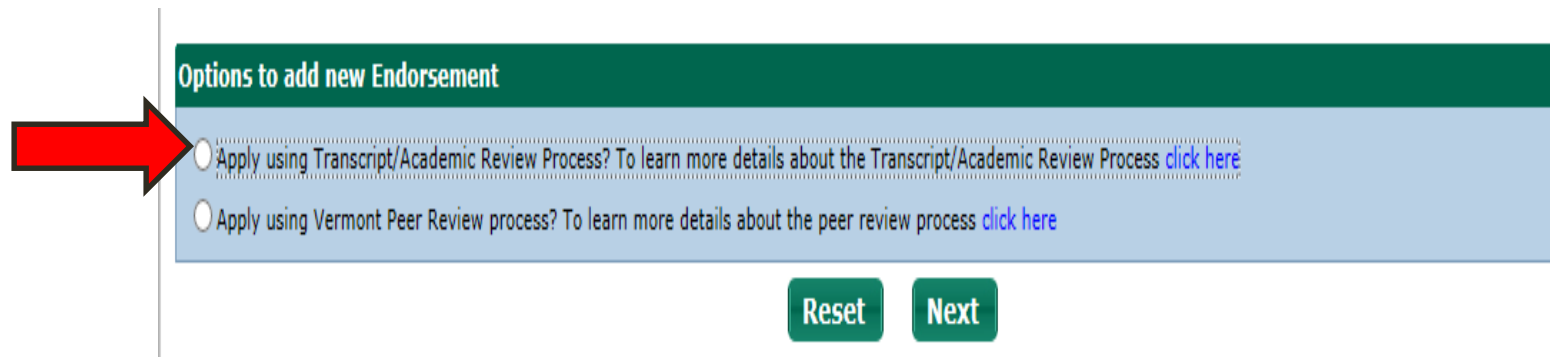
- View Pending Online Application(s)
- Update Profile
- Renew License(s)
- Criminal Record Check
- Add New Endorsement
- Reinstatement License(s)
- Print Unofficial License(s)
- View/Amend IPLP
- Apply For Retired License
- Apply for New License
- Change Password
- PL Activity

Once registered, you will be brought to your Home Screen; click on 'Add New Endorsement' to start your application



# Add Endorsement Options...

Choose 'Apply using Transcript/Academic Review Process' from the 2 available options and then Click **NEXT**



Options to add new Endorsement

☐ Apply using Transcript/Academic Review Process? To learn more details about the Transcript/Academic Review Process [click here](#)

☐ Apply using Vermont Peer Review process? To learn more details about the peer review process [click here](#)

# Complete, update, and verify your Personal Information

★Make sure your E-mail address is correct as this is the primary way that the system and AOE Specialists will contact you ★

Once your Personal Information is correct Click on **Save & Go to Next Step**



Please review Personal Information for accuracy.

## Personal Information

Last Name *	<input type="text" value="Franks"/>	First Name *	<input type="text" value="Coleson"/>	Middle Name	<input type="text"/>
Suffix	<input type="text"/>	Maiden Names/Other First & Last Names ?	<input type="text"/>	DOB *	<input type="text" value="07/14/1991"/>
Gender *	<input type="text" value="Male"/>	Ethnicity *	<input type="text" value="Prefer not to answer"/>	Race *	<input type="text" value="Prefer not to answer"/>
SSN *	<input type="text" value="xxx-xx-1993"/>				

## Contact Information

Our primary means of communication is by email. Please give us an email address you will check regularly, including during the summer.

Country *	<input type="text" value="United States"/>	Street 1 *	<input type="text" value="PO Box 526"/>	Street 2	<input type="text"/>	State/Province *	<input type="text" value="Vermont"/>	Zip *	<input type="text" value="05649"/>
City *	<input type="text" value="East Barre"/>	Phone # - Ext. *	<input type="text" value="802-479-1700"/>	Alternate Phone # - Ext.	<input type="text"/>	Alternate E-mail	<input type="text"/>	Fax	<input type="text"/>
Preferred E-mail *	<input type="text" value="catherine.franks@state."/>								

Licensing and legal staff at the VT Agency of Education and your L/RSB Chair will be able to see your contact information. Whom else do you give permission to see your contact information?

- ☐ AOE Staff outside licensing ?
- ☐ Professional Organizations ?
- ☒ School Administrators ?

Reset

Save & Logout

Save & Go to Next Step

# License Information & Endorsement Requested



Current License(s)				
License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

What endorsement(s) are you seeking?	Add   Delete

[Reset](#) [Save & Logout](#) [Save & Go to Next Step](#)

- Any current Level I Level II or provisional License(s) you hold will appear in the 'Current License(s)' section
- Next you will choose the endorsement that you are requesting



Click 'Add' in the right corner of the 'What endorsement(s) are you seeking?' section.

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION

**Current License(s)**

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

**What endorsement(s) are you seeking?** Add

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies
Teaching				<input type="checkbox"/>

Reset Save & Logout Save & Go to Next Step

You will then select:

- The endorsement category- Teacher or Administrator
- The Endorsement
- The Sub Endorsement (If Applicable)
- And the Instructional Level

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION

**Current License(s)**

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
I	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

**What endorsement(s) are you seeking?** Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies
Administrative	91 - Principal		Grades PK-12	Competencies <input type="checkbox"/>

Reset Save & Logout Save & Go to Next Step

Once you have entered the Endorsement(s) you are seeking you will need to complete the **competencies**

# Endorsement Competencies

The Competencies for each endorsement you are seeking will open in a pop up. All competencies and additional requirements must be fulfilled with academic coursework to qualify for the endorsement

(If 75% of the coursework for the endorsement is not complete at the time of submission your Transcript Review Application will not be processed)

## 91-Principal Competency

Competencies		
Please enter coursework for all competencies.		
Do you have a recommendation from an approved educator preparation program for this endorsement? <input type="radio"/> Yes <input type="radio"/> No		
Category	Competencies	Course Details
Additional Requirements	Masters degree	<a href="#">Course Detail (0)</a>
	Three or more years of PK-12 teaching experience	<a href="#">Course Detail (0)</a>
	Collaboration and community (Standard #4)	<a href="#">Course Detail (0)</a>
	Curriculum and instructional leadership (Standard #2)	<a href="#">Course Detail (0)</a>
	Data and assessment (Standard # 2)	<a href="#">Course Detail (0)</a>
General Requirements	Foundations of school leadership and the education system (Standards #1 and #6)	<a href="#">Course Detail (0)</a>
	Organization management, operation, and resources (e.g. school finances, technology) (Standard #3)	<a href="#">Course Detail (0)</a>
	School law and ethics (Standard # 5)	<a href="#">Course Detail (0)</a>
	Supervision and evaluation (Standard #2)	<a href="#">Course Detail (0)</a>

OK No Change-Close

- If you have a recommendation for Licensure from an approved teacher preparation program in the endorsement area you are seeking Click 'YES' to the question *Do you have a recommendation from an approved educator preparation program for this endorsement?* If you do not Click 'NO'
- If you have a current valid license in another State in the endorsement area you are seeking Click 'YES' to the question *Do you have a recommendation from an approved educator preparation program for this endorsement?* If you do not Click 'NO'
- If you Click 'YES' you do not need to enter anything for each competency.
- If you Click 'NO' You must enter coursework for each competency listed

# Endorsement Competencies Continued...

## 91-Principal Competency

Fields marked with asterisk (\*) are required.

**Competencies**

Please enter coursework for all competencies.

Do you have a recommendation from an approved educator preparation program for this endorsement? \* ☐ Yes ☐ No

Category	Competencies	Course Details
Additional Requirements	Masters degree	Course Detail (0)
	Three or more years of PK-12 teaching experience	Course Detail (0)
General Requirements	Collaboration and community (Standard #4)	Course Detail (0)
	Curriculum and instructional leadership (Standard #2)	Course Detail (0)
	Data and assessment (Standard # 2)	Course Detail (0)
	Foundations of school leadership and the education system (Standards #1 and #6)	Course Detail (0)
	Organization management, operation, and resources (e.g. school finances, technology) (Standard #3)	Course Detail (0)
	School law and ethics (Standard # 5)	Course Detail (0)
	Supervision and evaluation (Standard #2)	Course Detail (0)

OK

No Change-Close

Click on 'Course Detail' next to each competency to enter academic coursework that you have completed with a grade of "C" or better

★Please note you must put something for every competency. If you do not have coursework for a competency you should enter what course you plan to take to satisfy the competency and this coursework will be pre-approved or refused as part of your review★

# Endorsement Competencies Continued...

## Course Detail(s) for Competency

Fields marked with asterisk (\*) are required.

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency	Add   Delete

OK

No Change-Close

## Course Detail(s) for Competency

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency					Add   Delete
College/University	Course #	Course Title	# of Credits	Syllabus	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Documents (0)	<input type="checkbox"/>

OK

No Change-Close

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency					Add   Delete
College/University	Course #	Course Title	# of Credits	Syllabus	
UVM	ED 5549	Fake	3.00	Documents (0)	<input type="checkbox"/>

OK

No Change-Close

- Once in each competency Click 'Add' to add a blank row to enter a course.
- You can add as many courses as you want considered. *(Please note that ONLY the courses you enter here will be considered for fulfilling the competency)*
- If you are entering a degree or practicum experience please put the school or place in the College field and See attached under the Course title and NA in the remaining fields.
- See the next slide for Uploading course descriptions and/or syllabi for each competency
- Click 'OK' once you have entered all the course information and uploaded all the documents you want considered for this competency

# Document upload for competencies

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency					Add   Delete
College/University	Course #	Course Title	# of Credits	Syllabus	
UVM	ED 5549	Fake	3.00	Documents (0)	<input type="checkbox"/>

**OK** **No Change-Close**

In the specific competency detail Click '**Documents**' and a pop up to upload documents, pictures, etc.. will open

**Document Upload**

Attach Document(s)	Add   Delete
<b>Upload</b> <b>No Change-Close</b>	

Click '**Add**' and blank row will appear where you can browse for the documents, pictures, etc.. you want to upload

**Document Upload**

Attach Document(s)		Add   Delete
Document	Comments	
<input type="text"/> Browse...	<input type="text"/>	<input type="checkbox"/>

**Upload** **No Change-Close**

Click '**Browse**' and search for the document, picture, etc... that you want to upload. Once you have chosen the file, add a comment (optional) and then Click '**Upload**'

## Course Detail(s) for Competency

Competency : Collaboration and community (Standard #4)

Course Detail(s) for Competency					Add   Delete
College/University	Course #	Course Title	# of Credits	Syllabus	
fake	ED 5549	Fake	3.00	<a href="#">Documents (1)</a>	<input type="checkbox"/>

Once you have uploaded your file the # next to the 'Documents' link will change to reflect how many documents you have uploaded.

*Please note that Course Descriptions and/or Syllabi are STRONGLY recommended for any course you are submitting for consideration. Courses that do not have supporting documents detailing the content of the course with them may not be approved.*

After you click 'OK' in the Course Detail for the competency the # next to the 'Course Detail' will change to reflect how many courses you have entered for that competency

Competencies		
Please enter coursework for all competencies.		
Do you have a recommendation from an approved educator preparation program for this endorsement? * <input type="radio"/> Yes <input type="radio"/> No		
Category	Competencies	Course Details
Additional Requirements	Masters degree	<a href="#">Course Detail (0)</a>
	Three or more years of PK-12 teaching experience	<a href="#">Course Detail (0)</a>
	Collaboration and community (Standard #4)	<a href="#">Course Detail (1)</a>
General Requirements	Curriculum and instructional leadership (Standard #2)	<a href="#">Course Detail (0)</a>
	Data and assessment (Standard # 2)	<a href="#">Course Detail (0)</a>
	Foundations of school leadership and the education system (Standards #1 and #6)	<a href="#">Course Detail (0)</a>
	Organization management, operation, and resources (e.g. school finances, technology) (Standard #3)	<a href="#">Course Detail (0)</a>
	School law and ethics (Standard # 5)	<a href="#">Course Detail (0)</a>
	Supervision and evaluation (Standard #2)	<a href="#">Course Detail (0)</a>

Click 'OK' after you have entered course details for all the competencies for the endorsement(s) you are seeking

Once you are certain you have entered all the information you want considered for the Transcript Review Click **Save & Go to Next Step**

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION

**Current License(s)**

License Type	Endorsement	Subject Limit	Grade Limit	Expiration Date
1	3-42 (Educational Technology Specialist, Grades PK-12)	None	None	06/30/2017

**What endorsement(s) are you seeking?** Add | Delete

Category *	Endorsement *	Sub Endorsement	Instructional Level	Competencies	
Administra▼	91 - Principal▼		Grades PK-12	Competencies	<input type="checkbox"/>

**Reset** **Save & Logout** **Save & Go to Next Step**

This will bring you to the next section where you will enter your Education and Employment Details...

# Education Details



Click 'Add Education Details' to Add a row to enter new education details.



Education Details									Add Education Details   Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major			
St. Michael's College *	Burlington	Vermont	United Sta	08/01/2012		MED	Educatic			
Castleton State College	Castleton	Vermont	United Sta	08/01/2008	05/10/2012	BS	Comput			

Enter your Education Details into the new row, completing all areas marked with a red asterisk \*


Education Details									Add Education Details   Delete Education Details	
University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major			
		--Choose C	United Sta							
St. Michael's College	Burlington	Vermont	United Sta	08/01/2012		MED	Educatic			
Castleton State College	Castleton	Vermont	United Sta	08/01/2008	05/10/2012	BS	Comput			

Once you have entered all your education details move on to add your employment details...



# Employment Details

Click 'Add Employment Details' to open a pop-up where you can add new employment details.



Employment Detail

Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Is Continue	Employment Code
U32 High School UHSD #32 (School)	08/01/2013	06/19/2014	100	No	Intern
Onion River Sports	07/30/2007		50	Yes	floor manager

Reset

Save & Logout

Save & Go to Next Step

Enter your Employment Details into the pop-up, completing all areas marked with a red asterisk \*. Once you are done Click **OK** to save the Details you have entered.

Employment Details

Supervisory Union \*

-- Choose One --

Employer Name \*

-- Choose One --

Employer City \*

Employer Country \*

United States

Total % FTE \*

%

☐ Continuing Employment

Worked From \*

to

Employer State \*

-- Choose One --

Last Position Held

Employment Code \*

-- Choose One --

Subject and Grade

Add | Delete

OK

No Change-Close

*Note: If you list your Employment Code as Teacher or Administrator you MUST enter the Subject and Grade to complete the Employment Detail*

# Employment Details Continued...



**Employment Detail** Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Continuing Employment	Employment Code
Montpelier High School	08/01/2000		100	Yes	Teacher - Level I, Level II and Retired

Once you have your Employment Detail(s) and Saved them; each entry will appear in the employment detail window. To view the full details of each employment Click on the '**Employer Name**' in Blue.



**Education Details** Add Education Details | Delete Education Details

University/College Name *	City *	State *	Country	Start Date *	Degree Granted	Degree Awarded *	Major
St. Michael's College x	Burlington	Vermont	United Sta	08/01/2012		MED	Educatic
Castleton State College	Castleton	Vermont	United Sta	08/01/2008	05/10/2012	BS	Comput

**Other State/Foreign Licensing Information** Add Current License | Delete Current License

If your license does not expire, then leave expiration field blank.

**Employment Detail** Add Employment | Delete Employment

List all employment in the last ten years whether or not you worked in a school.

Employer Name	Start Date	End Date	%FTE	Is Continue	Employment Code
U32 High School UHSD #32 (School)	08/01/2013	06/19/2014	100	No	Intern
Onion River Sports	07/30/2007		50	Yes	floor manager

Reset
Save & Logout
Save & Go to Next Step

After you are done entering all your Education and Employment Details Click **Save &Go to Next Step**

# Attestation

You **MUST** check off the Attestation to be able to submit your application. This is your form of electronic signature.

The screenshot shows a horizontal flow of four steps: PERSONAL INFORMATION, LICENSE INFORMATION, EDUCATION & EMPLOYMENT DETAILS, and ATTESTATION. The ATTESTATION step is highlighted with a green background and a downward-pointing arrow. Below this, a green header bar reads 'Attestation'. The main content area has a light blue background and contains the text 'You must check the following:' followed by a checkbox and a certification statement. Below the text is a green 'Next' button with a red arrow pointing up to it.

PERSONAL INFORMATION — LICENSE INFORMATION — EDUCATION & EMPLOYMENT DETAILS — ATTESTATION

**Attestation**

You must check the following:

☐ I certify that the information provided on this application and in supporting documents and attachments is true and complete. I am aware that any falsification, misrepresentation or misstatement of material information may be grounds for denial of a license or for subsequent suspension or revocation thereof.

**Next**

Click **Next** to be taken to the Electronic Payment Gateway where you will pay the Transcript Review processing and review fee.

# Payment Gateway...

- First you will be taken to a summary of your charges. This should list the \$50.00 non-refundable application processing fee.
- When you are ready to pay click **'Pay Now'**
- You will be re-directed to the AOE's secure Payment Gateway where you can opt to pay by Credit Card (VISA, Master Card, and Discover), Debit Card, or Electronic Check .
- You will be prompted to enter your Contact Information and account information like any other online payment
- You will then be asked to confirm you are not a computer by entering in a random series of letters and numbers
- Once complete Click **"Continue"** and your payment will be processed.
- Once processed you will be immediately taken to a Confirmation and Checklist Screen

*Please note that if your computer continues to "think" about processing the payment or you never receive the Confirmation and Checklist screen your application may not have submitted. Please contact the AOE at 802-479-1700 to check if your application submitted and what your next steps are*

# Application Confirmation Screen and Checklist...

Once your payment has been accepted you will be redirected to an Application Submitted Confirmation Screen. This screen will confirm your application has been submitted and the transaction number

## Confirmation

Thank you for using our online services. Your Transcript Review Request has been submitted to the Vermont Agency of Education for further review. Your online transaction number is 80. Please read the checklist item(s) sections for items under review. You may attach supporting documents with each item.

You will also be able to view the checklist specific for your transcript review application. You will be able to view what you have submitted for the competencies as well as upload additional documents if needed.

*\*\*If you are seeking an additional endorsement using an existing out of state license you will need to upload a copy of the license to the last checklist item "Others" document upload\*\**

## Checklist

Item #	Item	View/Attach	Item Status
1	<a href="#">Evidence for Principal area competencies</a>	<a href="#">Documents (0)</a>	Pending
2	Review transcripts	N/A	Pending
3	Resume	<a href="#">Documents (0)</a>	Pending
4	Review Exam Data	N/A	Pending
5	Others	<a href="#">Documents (0)</a>	N/A

[Return to Home](#)[Logout](#)

# Checklist for adding an endorsement Transcript Review

- ☐ Verify and Update your E-mail address (this is how the system and AOE Staff will contact you)
- ☐ Coursework must be entered in ALL competencies. For competencies where you do not have coursework, potential coursework should be entered for pre-approval
- ☐ Remember to attach course descriptions and/or syllabi in the documents section of the Competencies for any courses entered for consideration.
- ☐ ALL Testing requirements (Praxis II) for the endorsement you are seeking must be complete prior to submission
- ☐ Make sure you have entered all of your Education Details. (This includes your BA, graduate degree(s), as well any place you have taken courses that you want considered)
- ☐ Make sure you have had **OFFICIAL TRANSCRIPTS** sent for ALL colleges and Universities listed in your Education details. These need to be sent to our Office in paper form or emailed electronically directly from the university to our Office to: [AOE.transcripts@Vermont.gov](mailto:AOE.transcripts@Vermont.gov)
- ☐ Make sure you have entered all your current Employment Details.

# Next steps...

Your Transcript review will be processed within 4-6 weeks. Once processed you will either:

1. Receive a determination letter outlining any additional requirements needed to qualify for the endorsement
2. Receive a Congratulations letter informing you that you qualify for the endorsement and what your next steps are to add the endorsement to your existing license.



# Questions??

Please visit our website for additional information and resources, including tutorials on completing the Transcript Review Process here:

<http://education.vermont.gov/licensing/licensed-educators/transcript-review>

If the Website and Tutorials do not answer your questions Contact the Licensing Office at:

[aoe.licensinginfo@Vermont.gov](mailto:aoe.licensinginfo@Vermont.gov)

